



Job Title: Program Scheduler	Job Type: Direct Hire
Location: LAUSD – Los Angeles, CA	Deadline to Apply: Continuous
Estimated Duration: Until 11/30/20	Job Type: e-mail jobs@pacificaservices.com

Roles and Responsibilities

- Develops and maintains program schedules identifying relationships, logic, milestones, and constraints for construction projects of various types
- Monitors and actively participates in project and program scheduling issues while administering best practices and standards
- Obtains accurate and timely program schedule updates from project teams and performs QA/QC on information received
- Creates and develops conceptual what-if schedules for multiple project types including large complex multi-year projects
- Performs Critical Path analyses and Earned Value analyses
- Prepares ad-hoc reports and analyses as directed by management

Minimum Requirements

Required Education:

- Graduation from a recognized college or university with a Bachelor's degree in Architecture, Engineering, or Construction Management

OR

- Graduation from a recognized college or university with a Bachelor's degree in any course, but with additional two (2) years of experience in Construction Scheduling to compensate for the required education

Required Experience:

- Eight (8) years full time paid professional experience in Scheduling for an owner or General Contractor, preferably working on multiple educational facilities or public works projects
- Proficiency in Primavera 15.1 or above and MS Office Suite
- Experience with projects using Design-Bid-Build and Design-Build project delivery methods

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Required Skills:

- Excellent written and verbal communication skills
- Superior organizational and planning skills
- Ability to build efficient working relationships with project teams and department staff

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